



I L L I N O I S

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

PRODUCTION NOTE

University of Illinois at
Urbana-Champaign Library
Large-scale Digitization Project, 2007.

OCCASIONAL PAPERS



Number 64

March 1962

THE USE OF UNITED NATIONS DOCUMENTS

by William H. Patch , Documents Librarian
Memorial Library, University of Wisconsin

Introduction

The great value of United Nations documents lies in their wide range of subject matter as well as in the accuracy and authority with which they are prepared. Because of the belief that peace may be encouraged and maintained by many different means, the United Nations has undertaken work in many fields other than the strictly diplomatic proceedings of the General Assembly and Security Council, about which so much is heard.

One of the first things a student notices when he begins work with the U.N. material is the almost overwhelming volume of it. A few figures will suffice to impress this point, for it is this tremendous number of individual pieces that causes the difficulty in finding specific information. The following figures represent the total number of entries year by year in the United Nations Documents Index since its beginning in 1950:

1950	7,502
1951	6,859
1952	6,886
1953	6,015
1954	5,731
1955	6,170
1956	5,019
1957	7,022
1958	6,776
1959	6,583
1960	6,094

Although this tabulation is not strictly accurate as a count of documents, it does come reasonably close. If we take the figure given by Harry N. M. Winton of 41,000 documents¹ for the period from 1946 through

1949, we arrive at a total of well over 100,000.

This paper will describe the various types of material available in libraries and give suggestions on how to locate specific titles or bits of information. In using this great mass of paper, a student will best be aided by a thorough knowledge of the organization. It will also help to have done some previous reading on the subject. A good place to start is with the two basic reference books issued by the United Nations: Everyman's United Nations² and the Yearbook of the United Nations.³ It is also wise to consult other books and periodical articles found through such indexes as the Readers' Guide to Periodical Literature⁴ and the Public Affairs Information Service.⁵

The student should also be aware of the relationship of the specialized agencies of the United Nations, such as the International Labour Organization (ILO) and the United Nations Educational, Scientific, and Cultural Organization (UNESCO). These are not a part of the United Nations organization, and their documents are issued quite separately although they are indexed in the United Nations Documents Index (UNDI). Such regional international organizations as NATO, SEATO, and the Organization of American States (OAS) have even less affiliation with the United Nations, and their documents do not appear in UNDI.

United Nations Documentation

When it began its publications program, the United Nations had the advantage of the experience of the League of Nations. In some cases it copied League practice very closely. For example, Secretariat Publications bear sales numbers very similar to those of the older organization. Sometimes the United Nations continued titles originated by the League, but with new numbering. Such a title is the Treaty Series. Marie J. Carroll has described these documents in an excellent article on this subject.⁶

Even with the League experiences to rely upon, the United Nations' early publications and documents showed many changes in format, numbering, and titles before they became standardized. There have been few changes since 1950. In the matter of indexing, there were also experiments and false starts. With the publication of UNDI and the near completion of the Check Lists, most of the previous efforts at indexing have been discontinued. Since most of the articles and pamphlets describing the use of U.N. documents and publications were written in the early 1950's, they do not take these two excellent indexes into full consideration and, consequently, have become less valuable than when written.

This pamphlet was issued to help the student to locate documents and

IZL 280
cup 2

Ill Coll

publications with the use of the catalogues and indexes published by the United Nations. Many of the procedures necessary before 1950, but no longer of use, have been omitted.

Documents (Mimeographed)

Almost everything issued by the United Nations, except periodicals and some public relations pamphlets, appears originally in document form. Many items, including very important ones, never appear in any other way. Each document bears a characteristic symbol by which it is always identified, even when the document is reprinted in another form. Some libraries shelve the printed versions with the mimeographed, although it is believed that most prefer to use other means of shelving the more permanent forms. The document symbol is composed of letters and Arabic numbers, the different parts of which are divided by slashes, e.g., E/CN.11/Trans/Sub.2/6. The parts of the symbol are identifiable thus:

6 indicates that this is the sixth document issued by
Sub.2, which is the Highway subcommittee of
Trans, which is the Inland transport committee of
CN.11, which is the Economic Commission for Asia and the Far East.
E indicates that the parent body is the Economic and Social Council.

A key to this numbering system is found in the booklet United Nations Document Series Symbols.⁷ Except upon the rare occasions when the work of an agency or committee is being studied as a whole, it is seldom necessary to analyze these numbers. Most documents are sought by specific subject and found through the use of the Check Lists and UNDI.

Document symbols are arranged by alphabetical-numerical order and shelving usually follows the same system:

A/3761
A/3765
A/AC.34/25
A/AC.34/SC.1/15
E/CN.4/569
E/CN.11/243
S/984

Official Records

A. General Assembly.

Printed records of each session consist of the following parts:

1. Records of the Plenary Meetings.

These are verbatim reports of the proceedings, except for the 2nd, 3rd, and 4th special sessions, for which the printed records give only summarized versions of the speeches. Verbatim records for these are only in the preliminary mimeographed documents, which are quite rare.

2. Annexes.

These volumes comprise a selection of the mimeographed documents printed for permanent preservation. Beginning with the 4th session, the reprinted documents are arranged by agenda item number. There is a check list of documents in each volume giving the location of each if printed, and if not, the statement "Mimeographed document only." This is the only guide to reprinted documents; and since it is neither cumulative nor complete, it is not wise to depend upon it entirely. Before the 4th session, documents were printed in numerical order.

3. Main and procedural committees.

Summary records only for each of the nine committees. Some sessions have committee Annexes of documents.

4. Supplements.

These are numbered reports of various agencies required to submit reports to the General Assembly. Since the 2nd session the Annual Report of the Secretary-General on the Work of the Organization has held the place of Supplement No. 1 in regular sessions. The first report submitted by that official was issued only as a document (A/65). Most supplements also contain a documents number, although the original mimeographed copy is not often distributed. In addition to the above, there are many annual reports and some final reports of committees. Resolutions have been made the last supplement since the 5th session; previously they have been an unnumbered supplement.

As an example, the following is a list of the supplements to the 11th session:

- | | |
|-------|---|
| No. 1 | Annual Report of the Secretary-General on the Work of the Organization, 16 June 1955 - 15 June 1956 (A/3137). |
|-------|---|

- No. 1A Introduction to the Annual Report of the Secretary-General on the work of the Organization, 16 June 1955 - 15 June 1956 (A/3137/Add.1).
- No. 2 Security Council Report to the General Assembly, 16 July 1955 - 15 July 1956 (A/3157).
- No. 3 Economic and Social Council Report to the General Assembly, 6 August 1955 - 9 August 1956 (A/3154).
- No. 4 Trusteeship Council Report to the General Assembly, 23 July 1955 - 14 August 1956 (A/3170).
- No. 5 Budget Estimates for the Financial Year 1957 and Information Annex (A/3126).
- No. 6 Financial Reports and Accounts for the year ended 31 December 1955 and Reports of the Board of Auditors (A/3124).
- No. 6A United Nations Children's Fund (UNICEF).
Financial report and accounts for the year ended 31 December 1955 and report of the Board of Auditors (A/3129).
- No. 6B United Nations Relief and Works Agency for Palestine Refugees in the Near East.
Accounts for the financial year ended 30 June 1956 and report of the Board of Auditors (A/3211).
- No. 6C United Nations Korean Reconstruction Agency.
Financial report and accounts for the year ended 30 June 1956 and report of the Board of Auditors (A/3206).
- No. 6D United Nations Refugee Fund.
Accounts for the year ended 31 December 1955 and report of the Board of Auditors (A/3128).
- No. 7 Advisory Committee on Administrative and Budgetary Questions. Second report to the eleventh session of the General Assembly (A/3160).
- No. 8 United Nations Joint Staff Pension Fund.
Annual report of the United Nations Joint Staff Pension Board for the year ended 30 September 1955 (A/3146).

- No. 9 International Law Commission.
Report of the eighth session, 23 April - 4 July 1956 (A/3159).
- No. 10 Report of the Committee on Contributions (A/3121).
- No. 11 Report of the United Nations High Commissioner for Refugees (May 1955 - May 1956) (A/3123/Rev.1).
- No. 11A Addenda to the Report of the United Nations High Commissioner for Refugees (A/3123/Rev.1/Add.1 and Add.2).
- No. 12 Report of the Committee on South West Africa to the General Assembly (A/3151).
- No. 13 Report of the United Nations Commission for the Unification and Rehabilitation of Korea. Covers the period 7 September 1955 - 24 August 1956 (A/3172).
- No. 14 United Nations Relief and Works Agency for Palestine Refugees in the Near East. Annual report of the Director, covering the period 1 July 1955 - 30 June 1956 (A/3212).
- No. 14A United Nations Relief and Works Agency for Palestine Refugees in the Near East. Special report of the Director, covering the period 1 November to mid-December 1956 (A/3212/Add.1).
- No. 15 Report of the Committee on Information from Non-Self-Governing Territories (A/3127).
- No. 16 United Nations Korean Reconstruction Agency. Report of the Agent General, for the period 1 July 1955 - 30 June 1956 (A/3195).
- No. 17 Resolutions adopted by the General Assembly from 12 November 1956 - 8 March 1957 during the eleventh session (A/3572).
- No. 17A Resolutions adopted by the General Assembly from 10 to 14 September 1957 during the eleventh session (A/3572/Add.1).
- No. 18 Report of the Special Committee on the Problem of Hungary (A/3592).

B. The Security Council.

1. Meetings.

Since the Security Council does not have specific sessions at set times of the year, the meetings are numbered consecutively, and the records are verbatim.

2. Supplements.

These are now issued quarterly. They contain documents which in the other organs would be included in annexes. The deliberations of the few committees created by the Council are not reprinted in the Official Records.

C. The Atomic Energy Commission.

This commission was in existence from 1946 to 1952. Its Official Records follow the pattern of those of the Security Council.

D. The Disarmament Commission.

This commission took the place of the Atomic Energy Commission and the Commission for Conventional Armaments. Its Official Records follow the pattern of those of the Atomic Energy Commission.

E. The Economic and Social Council.

1. Proceedings of the plenary meetings.

The 1st and 2nd sessions and 1st special session were all recorded verbatim. Beginning with the 3rd session, all plenary meetings have been summarized in the printed Official Records.

2. Annexes.

As in the General Assembly, selected mimeographed documents are printed. The Records of the 1st session contain no annexes. In the 2nd, 4th, and 5th sessions, annexes were included in the same volume with the proceedings of the plenary meetings. In the 3rd session, annexes were included in supplements. In these first five sessions, there was no clear statement as to the principle of arrangement of the documents. Beginning with the 6th session, they are arranged by agenda item. Although each volume contains a table of contents, there is no actual check list of all documents issued and their printed location, if any, until the 10th session.

In that session the annexes are printed for the first time by fascicles for each agenda item, with a check list of documents applying to that item at the end. In the 10th session there is also a single check list for all agenda items. This list is not a complete listing of documents of the regional economic commissions and other series of less import. After the 10th session, the only check lists appear at the end of each fascicle.

3. Supplements.

As with the General Assembly, these supplements consist mainly of the various annual reports required to be submitted. Resolutions were included in the same volume with verbatim records of the plenary meetings and annexes for the 1st and 2nd sessions. From the 3rd session through the 7th, they are printed separately but are not a part of the supplements. During this period they bear a sales number as well as a documents symbol. In some collections, therefore, they might be shelved with the sales number publications rather than with the Official Records where they belong.

Because there are two sessions of the Council each year, reports tend to appear every second session, and the number of supplements alternates from many to few. For example, here are the supplements to the 23rd and 24th sessions:

Supplements to the 23rd session:

- | | |
|-------|---|
| No. 1 | Resolutions adopted by the Economic and Social Council during the twenty-third session, 16 April - 2 May 1957 (E/3009). |
| No. 2 | United Nations Children's Fund. Report of the Executive Board, 22 October - 2 November and 11 December 1956 (E/2937). |
| No. 3 | Transport and Communications Commission. Report of the eighth session, 7-16 January 1957 (E/2948). |
| No. 4 | Population Commission. Report of the ninth session, 25 February - 8 March 1957 (E/2957/Rev.1). |

Supplements to the 24th session:

- | | |
|-------|---|
| No. 1 | Resolutions adopted by the Economic and Social Council during the twenty-fourth session, 2 July - 2 August 1957 (E/3048). |
|-------|---|

- No. 1A Resolutions adopted by the Economic and Social Council during the resumed twenty-fourth session, 10 - 13 December 1957 (E/3048/Add.1).
- No. 2 Economic Commission for Asia and the Far East. Annual report, 15 February 1956 - 28 March 1957 (E/2959).
- No. 3 Commission on the Status of Women. Report of the eleventh session, 18 March - 5 April 1957 (E/2968).
- No. 4 Commission on Human Rights. Report of the fourth and fifth session, 28 November - 7 December 1956 and 6-17 May 1957 (E/2970/Rev.1).
- No. 5 Technical Assistance Committee. Annual report of the Technical Assistance Board for 1956 (E/2965).
- No. 6 Economic Commission for Europe. Annual report, 22 April - 15 May 1957 (E/2989).
- No. 7 Commission on International Commodity Trade. Report of the fourth and fifth sessions, 28 November - 7 December 1956 and 6-17 May 1957 (E/3003).
- No. 8 Economic Commission for Latin America. Annual report, 15 May 1956 - 29 May 1957 (E/2998).
- No. 9 Social Commission. Report of the eleventh session, 6-24 May 1957 (E3008).
- No. 10 Commission on Narcotic Drugs. Report of the twelfth session, 29 April - 31 May 1957 (E/3010/Rev.1).

F. The Trusteeship Council.

1. Proceedings of the plenary meetings.

Like the Economic and Social Council, the first meetings were recorded verbatim. The 1st session and the 1st part of the 2nd session were done in this way, but beginning with the 2nd part of that session, they were summarized. In the 414th meeting held during the eleventh session, it was decided to print the verbatim records for discussion of substantive matters and summarize discussions of procedural questions. This was done for the 414th meeting and continued through the 12th session; but beginning with the 13th session, all discussion was again summarized. Verbatim records appear only in mimeographed documents, which are not generally distributed.

2. Annexes.

Annexes are included in supplements until the 4th session, when the practice of an annex and numbered supplement became the rule.

3. Supplements.

The Special Supplement to the 2nd session is the first report to appear in this form. Beginning with the 4th session, practice was standardized in the current system, and the Resolutions were included in the numbering. A typical list of supplements is that of the 13th session:

- | | |
|-------|--|
| No. 1 | Resolutions adopted by the Trusteeship Council during the thirteenth session, 28 January - 25 March 1954 (T/1106). |
| No. 2 | United Nations Visiting Mission to Trust Territories in West Africa, 1952. Report on Togoland under United Kingdom administration (T/1107). |
| No. 3 | United Nations Visiting Mission to Trust Territories in West Africa, 1952. Report on Togoland under French administration (T/1108). |
| No. 4 | United Nations Visiting Mission to Trust Territories in West Africa, 1952. Report on the Cameroons under United Kingdom administration (T/1109). |
| No. 5 | United Nations Visiting Mission to Trust Territories in West Africa, 1952. Report on the Cameroons under French administration (T/1110). |

Secretariat or "Sales Number" Publications

The third form of U.N. documentation consists of Secretariat or "Sales Number" publications. These are printed and are on sale to the public at book stores through regular trade channels. They are identified by the fact that each bears a Sales Number made up of the year of publication, a Roman numeral indicating the category, and an Arabic number indicating the order in which titles in a given category were issued for that year. When this method is used, it is very helpful to know the category numbers as follows:

- | | |
|------|-----------------------------------|
| I. | General |
| IIA. | Economic Stability and Employment |
| IIB. | Economic Development |

IIC.	World Economy
IID.	Trade, Finance, and Commerce
IIE.	European Economy
IIF.	Economy of Asia and the Far East
IIG.	Latin American Economy
IIH.	Technical Assistance
III.	Public Health
IV.	Social Questions
V.	International Law
VIA.	Trusteeship
VIB.	Non-Self-Governing Territories
VII.	Political and Security Council Affairs
VIII.	Transport and Communications
IX.	Atomic Energy and Armaments Control
X.	International Administration
XI.	Narcotic Drugs
XII.	Education, Science, and Culture
XIII.	Demography
XIV.	Human Rights
XV.	Relief and Rehabilitation
XVI.	Public Finance and Fiscal Questions
XVII.	International Statistics

The volumes range from slim pamphlets for public relations work to large scholarly multivolume works on international law or statistics. Some examples follow:

1952. I. 32	Teaching about the United Nations and the Specialized Agencies
1954. I. 15	Yearbook of the United Nations, 1953
57. XIV. 3	Study of Discrimination in Education
58. II. C. 1	World Economic Survey, 1957. (Beginning in 1957, the first two figures from the date of the Sales Number have been omitted.)
58. V. 4, Vols. 1-7	United Nations Conference on the Law of the Sea. Geneva, 24 February - 27 April 1958. Official Records. 7 v.
58. IX. 1	Atomic Energy Glossary of Technical Terms.

Libraries vary widely in their handling of these titles. Some treat them as other books and classify them with other materials on the same subjects in widely scattered parts of the stacks. Others, particularly those with complete sets, keep them together and arrange them by Sales Numbers. Most of the Secretariat publications were originally published as mimeographed documents and bear a documents number as well as the

Sales Number. While a few libraries may shelve them under this number, which keeps them with other material issued by the same agency, most libraries consider that this practice tends to make the materials too difficult to locate.

Periodicals

The United Nations publishes a number of periodicals, some of which are listed below. A complete list appears in the February issue of UNDI each year. Although many of the titles are intended for purely regional use, those listed here are considered to be of a more general nature and use. Since March, 1958, more important articles have been indexed in UNDI. A few are also included in more general periodical indexes as indicated.

Asian Bibliography. Bangkok, Jan/June 1952 - . Twice a year.

An accession list of the Library of the Economic Commission for Asia and the Far East. For some reason, titles in oriental languages are translated.

Bulletin on Narcotics. Geneva, v. 1, no. 1, Oct., 1949 - , Quarterly.

This periodical contains articles concerned with the scientific, legal and economic aspects of narcotics. It is indexed in Chemical Abstracts and Public Affairs Information Service.

Commodity Trade Statistics. New York, v. 1, no. 1, Oct/Dec. 1949 - .

Quarterly. A list of reporting countries is given at the end of the table of contents. This title is Series D of the United Nations Statistical Office's Statistical Papers. It also bears the Documents Series Symbol: ST/STAT/Ser.D/. Since it consists entirely of statistical tables, it is not indexed elsewhere.

Direction of International Trade. New York, v. 1, no. 1, Jan/Mar.

1950 - . Eleven monthly issues plus 1 annual issue. This is a joint publication of the U.N. Statistical Office, the International Monetary Fund, and the International Bank for Reconstruction and Development. It is issued as Series T of the Statistical Papers of the U.N. Statistical Office, and bears the U.N. Documents Series Symbol: ST/STAT/Ser.T/. It consists entirely of statistical tables.

Economic Bulletin for Africa. Addis Ababa. v. 1, n. 1, Dec., 1960 - .

Twice a year. The first two issues are accompanied by statistical supplements. The first issue and its supplement were issued as mimeographed documents, E/CN.14/67 and E/CN.14/67 Stat. App.

Economic Bulletin for Asia and the Far East. Bangkok, v. 1, no. 1, 1st quarter 1950 - . Three times a year. The Economic Survey of Asia and the Far East constitutes the 4th issue and appears in

March. The June issue contains articles and notes on subjects related to the Asian economy. The September issue is devoted to a summary of the economic situation in the preceding year, both for the region as a whole and for the countries individually, along with an assessment of the economic situation in the early months of the current year. The December issue features special studies and reports relating to economic development and planning. All four issues include a compendium of Asian economic statistics. It is indexed in Public Affairs Information Service.

Economic Bulletin for Europe. Geneva, v. 1, no. 1, 1st quarter 1949 - . Three times per year plus the annual Economic Survey of Europe. Each issue emphasizes some aspect of the European economy. It is indexed in Public Affairs Information Service.

Economic Bulletin for Latin America. Santiago de Chile, v. 1, no. 1, Jan. 1956 - . Twice a year. This is similar to the above three bulletins. Indexed in Public Affairs Information Service.

International Review of Criminal Policy. No. 1, Jan. 1952 - . Twice a year. Formerly sold on a subscription basis, this is now a Sales Number publication in Category IV. It also bears the Document Series Symbol: ST/SOA/Ser.M/. The contents are published in English, French, and Spanish. Résumés appear in the language not used in the articles.

International Social Service Review. New York, no. 1, Jan. 1956 - . Twice a year. This periodical includes articles and news of social work and services. There are also bibliographies.

Monthly Bulletin of Statistics. New York, v. 1, no. 1, Jan. 1947 - . This keeps up to date the annual Statistical Yearbook of the United Nations.

Population and Vital Statistics Reports. New York, v. 1, no. 1, Jan/Mar. 1949 - . Quarterly. This is Series A of the Statistical Papers issued by the Statistical Office of the United Nations. It bears the Documents Series Symbol: ST/STAT/Ser.A/, as well as a Sales Number in Category XIII. It is made up entirely of statistical tables.

Quarterly Bulletin for Coal Statistics for Europe. Geneva, no. 1, 1st quarter 1952 - . This is issued by the Economic Commission for Europe.

Quarterly Bulletin of Electric Energy Statistics for Europe. Geneva, v. 1, no. 1/2 - . First and second quarters 1956 - . Issued by the Economic Commission for Europe.

Quarterly Bulletin of Housing and Building Statistics for Europe. Geneva, no. 1, 1st quarter 1953 - . Issued by the Economic Commission for Europe.

Quarterly Bulletin of Steel Statistics for Europe. Geneva, no. 1, Dec. 1950 - . Issued by the Economic Commission for Europe.

Timber Bulletin for Europe. Geneva, v. 1, no. 1, June 1948 -

Quarterly. Before v. 8, no. 1, Jan/Mar. 1955 issued as Timber Statistics for Europe. Published jointly by FAO, U. N. Department of Economic and Social Affairs, and the Economic Commission for Europe.

Transport and Communications Review. "Publication of the Review has been discontinued with volume VIII, no. 1, issued in 1955. The first issue in this series was v. 1, no. 1, July-Sept., 1948. The Review was issued quarterly during these years in separate English and French editions." - United Nations Publications, 1955, p. 38. The Review contained articles and news notices on legal and technical matters concerned with transportation and communication.

United Nations Bulletin. New York, v. 1-16, 1948-1954. Volumes 1-3 had title United Nations Weekly Bulletin. Now replaced by the United Nations Review, it is very similar to the new magazine. It was indexed in the Readers' Guide to Periodical Literature and the Public Affairs Information Service. It is useful in supplementing and bringing up to date the account of work of the United Nations found in the Yearbook of the United Nations.

Treaty Series

Section 1 of Article 102 of the United Nations Charter states "Every treaty and every international agreement entered into by any member of the United Nations after the present Charter comes into force shall as soon as possible be registered with the Secretariat and published by it."

When registered, the treaty is listed in the monthly Statement of Treaties and International Agreements Registered or Filed and Recorded with the Secretariat. The complete text of the treaty appears eventually in the Treaty Series.

Treaties listed by title in the Statement of Treaties and International Agreements are arranged chronologically according to the date of registration and numbered consecutively. This number and arrangement carry over into the final Treaty Series. There is, however, no index published to the former title. The Treaty Series includes official texts in all official languages plus translation into English and French if those languages are not used in the original versions. Part I of the series contains treaties registered by members of the organization. Part II contains treaties filed and recorded. These include treaties between nonmembers of the U.N. not bound by Article 102 and treaties ratified before the date of entry into the force of the Charter.⁸ Part II also includes ratifications, accessions, revisions, and other changes in status of treaties already published. Both parts appear in the same volumes.

While several volumes of indexes have been prepared, there are now only two which need be consulted, Cumulative Index No. 1 (volumes 1 to 100) and Cumulative Index No. 2 (volumes 101 to 200). These are arranged by a chronological list of all treaties, a chronological list of General International Agreements, and an alphabetical list of all treaties by country and subject. Volume and page references are given. It is assumed that this Cumulative Index will continue to be published.

Indexes

An awareness of how documents and publications are arranged is only part of the knowledge needed to locate a specific document, or documents on a specific subject. It is also necessary to know what indexes there are, what they include, and how to use them.

United Nations Publications, 1945/1948 - . Since the first issue, covering three years, this catalog has been annual. The issue for 1954 cumulated the first ten years, through the end of 1954, and bears the somewhat misleading title Ten Years of United Nations Publications, 1945 to 1955, a Complete Catalogue. This cumulation and the annual issues following it are described below.

As the title implies, this is a catalog of publications. No mimeographed documents are included. The first portion is a list of Secretariat publications arranged by the category number. Annual issues list the individual titles within the category, first by date and then by the third number indicating the order of issue for that year. Thus, when one uses a collection of Secretariat publications arranged by Sales Number, this catalog is a convenient index to them.

The ten-year cumulation follows this system but groups the publications under each category by title of series or specific subject rather than by a strictly chronological and numerical arrangement. It also omits superseded editions. Thus, all volumes of the Yearbook of the United Nations are listed together in Category I, rather than separated as they would appear on the shelves in order of publication. On the other hand, only the 1953 edition of Everyman's United Nations, for instance, is listed in this issue of the catalog.

Following the Secretariat publications, there is a complete listing of Official Records published during the period covered by the particular issue. They are arranged in the following order:

1. General Assembly
2. Security Council
3. Atomic Energy Commission

4. Disarmament Commission
5. Economic and Social Council
6. Trusteeship Council

This arrangement is the same as that usually used in shelving the volumes and makes a very convenient key to the material. The Catalog does not, however, analyze the contents of either the proceedings of the meetings or the many documents included in the annexes.

The classified listing of records is followed by miscellaneous descriptions of sources of information other than those included in the catalog. This includes information on League of Nations publications, addresses of the specialized agencies, lists of depository libraries, etc. Finally there is an excellent index listing all entries in the book by subject and title.

For most purposes United Nations Publications forms an adequate index to materials published by the United Nations. It is necessary to turn elsewhere only when an exhaustive search is made on some subject, or when a speech is to be located in the Official Records.

United Nations Books in Print; Nations Unies: Ouvrages en Vente; Naciones Unidas: Obras en Vente, 1960. This is the most recent catalog of publications. It lists all publications in print at the time of publication. As the title indicates, it is divided into three sections according to language.

It is unfortunate that the United Nations has not issued its excellent United Nations Publications since 1958 because this volume by no means takes its place as a reference work. First of all, it includes no Official Records. The three sections are completely separate. Thus, if a book appears in the list of Spanish or French titles, but not in the English list, it is impossible to ascertain whether the book has never been published in English or is simply out of print.

In addition the entries are very brief and include no series notes and no document numbers. The latter can be useful in identifying the series when it is not otherwise identified. The index, divided into three alphabets and containing subjects and titles, seems adequate.

Check Lists of United Nations Documents. When completed, these volumes will form a complete listing of all publications and mimeographed documents from 1946 through 1949, with the exception of periodicals. Since the Check Lists are being published retrospectively, it has been possible to divide the contents into parts, making each part a complete listing of a single organ. Unlike the United Nations Document Index, the lists do not include the documents of specialized agencies.

Each volume has its own alphabetical index. The numbers refer to entry numbers of specific documents in the particular Check List. There is no overall index to the set; so it is necessary to know what organ issued the item or handled the subject being sought.

Part 1:		General Assembly (and subsidiary organs) [Not yet published.]
Part 2:	No. 1:	Security Council 1946-1949 (1953.I. 3)
Part 3:		Atomic Energy Commission, 1946-1949 (1953.I. 3)
Part 4:	No. 1:	Trusteeship Council, 1947/48; 1st and 2nd sessions (1949.I. 2)
	No. 2:	Trusteeship Council, 1948; 3rd session (1949.I. 5)
	No. 3:	Trusteeship Council, 1949; 4th and 5th sessions, 1st and 2nd special sessions (1951.I. 17)
Part 5:	No. 1:	Economic and Social Council, 1946-1947; 1st to 5th sessions (1949.I. 4)
	No. 2:	Economic and Social Council, 1948; 6th and 7th sessions (1951.I. 27)
	No. 3:	Economic and Social Council, 1949; 8th and 9th sessions (1952.I. 4)
<u>Functional Commissions of the Economic and Social Council</u>		
Part 6A:	No. 1:	Economic and Employment Commission, 1947-1949; 1st to 4th sessions, including Economic and Employment Commission (Nuclear), 1946; Temporary Sub-Commis- sion on the Economic Reconstruction of Devastated Areas; Sub-Commission on Em- ployment and Economic Stability, 1st to 3rd sessions (1952.I. 10)
Part 6B:	No. 1:	Transport and Communications Commis- sion, 1946-1949; 1st to 3rd sessions, in- cluding Temporary Transport and Commu- nications Commission, 1946 (1951.I. 18)
Part 6C:	No. 1:	Statistical Commission, 1947-1949; 1st to 4th sessions, including Statistical Commis- sion (Nuclear), 1946; Sub-Commission on Statistical Sampling, 1st to 3rd sessions, United Nations World Statistical Congress, Washington, D. C., 1947, Regional Meeting of European Statisticians, Geneva, 1949 (1951.I. 19)

Part 6D:	No. 1:	Commission on Human Rights, 1947-1949, 1st to 5th sessions, including Commission on Human Rights (Nuclear), 1946; Sub-Commission on Freedom of Information and of the Press, 1st to 3rd sessions; Sub-Commission on Prevention of Discrimination and Protection of Minorities, 1st and 2nd sessions (1952.I. 6)
Part 6E:	No. 1:	Social Commission, 1946-1949, 1st to 5th sessions, including Temporary Social Commission, 1946 (1951.I. 20)
Part 6F:	No. 1:	Commission on the Status of Women, 1947-1949, 1st to 3rd sessions, including Sub-Commission on the Status of Women, 1946 (1951.I. 21)
Part 6G:		Commission on Narcotic Drugs (not yet published)
Part 6H:	No. 1:	Fiscal Commission, 1947-1948, 1st session (1949.I. 6)
	No. 2:	Fiscal Commission, 1949, 2nd session and interim (1951.I. 22)
Part 6I:		Not assigned
Part 6J:	No. 1:	Population Commission, 1947-1949, 1st to 4th sessions (1951.I. 23)
<u>Regional Economic Commissions of the Economic and Social Council</u>		
Part 7A:		Economic Commission for Europe (not yet published)
Part 7B:	No. 1:	Economic Commission for Asia and the Far East, 1947-1949, 1st to 5th sessions (1951.I. 26)
Part 7C:	No. 1:	Economic Commission for Latin America, 1946-1949, 1st and 2nd sessions (1951.I. 28)
Part 8:	No. 1:	United Nations International Children's Emergency Fund and United Nations Appeal for Children, 1946-1949 (1953.I. 5)
Part 9:		Secretariat: Publications (not yet published)

United Nations Documents Index

Since 1950, this monthly compilation has been the most comprehensive list of U.N. documents and publications. The only materials which it has not covered thoroughly are speeches made in the various meetings and magazine articles. However, "beginning in March of 1958 articles of general interest appearing in the United Nations periodicals" have been included.⁹ Speeches from meetings are to some extent indexed, at least by subject, but

are much more thoroughly listed in the Index to Proceedings, which will be described in the next section. Periodicals have been listed with bibliographical descriptions in the February issue of each year, except those of 1951, when they were listed more briefly in the December issue.

The section of each issue devoted to U.N. material includes the publications and documents of the International Court of Justice. Following the entire section are separate listings of the specialized agencies of the United Nations, such as UNESCO, WHO, etc. UNDI does not include the various regional organizations like the International Federation for Documentation.

UNDI appears monthly, as indicated above, and the simplest way to understand its arrangement is to examine the Table of Contents for a monthly issue. That of November 1961 is reproduced on the following page. It will be seen immediately that each organization has a symbol and an entry number. These numbers continue numerically through the twelve months of each year, beginning with '1' again the next year. The numbers are used only to locate titles in UNDI. They have no relation to the Documents Series Symbols or Sales Publications Numbers.

When issued, each monthly number has a fascicle printed on yellow paper and bound in the center. This constitutes the General Index for that month. It is alphabetical by subject, distinctive title, and some personal authors. Care must be taken when one is looking up subjects under the names of countries to distinguish documents bearing on a matter related to the country and documents submitted by the country's government, often having little direct connection with that country. An example from January 1959 will help to explain this and will also show how the index lists the entry numbers of the various specialized agencies:

France:

documents submitted concerning:

Hungarian situation UN 27

International Computation Centre: Convention, 1951:
acceptance UNESCO 15

Korea, Republic of: UN, admission to UN 73

UN: Members: admission to UN 75

Viet-Nam, Republic of: UN, admission to UN 75

museums UNESCO 15

refugees: assistance: eligibility UN 40

uranium UN 61

At the end of the year the yellow index pages are removed and the twelve monthly issues are bound with a cumulative index. This combines, in a single alphabet, all of the material from the yellow pages and is arranged in the same way.

TABLE OF CONTENTS

		<u>Entry Numbers</u>	<u>Page</u>
Introduction			447
List of Abbreviations			449
List of Documents and Publications:			
United Nations:			
General Assembly	UN 5585 to 5977		451
Security Council	UN 5978 to 6020		471
Disarmament Commission	UN 6021 to 6024		472
Economic and Social Council	UN 6025 to 6079		473
Special Fund	UN 6080 to 6081		475
Trusteeship Council	UN 6082 to 6092		475
Secretariat	UN 6093 to 6100		476
Publications Sales Numbers			476
International Court of Justice	UN 6101		476
Non-English Language Editions	UN 6102		477
Republications	UN 6103		479
Banks:	International Bank for Reconstruction and Development . Bank	60 to 63	480
FAO:	Food and Agriculture Organization of the United Nations FAO	205 to 245	480
Fund:	International Monetary Fund (No publications listed)		482
GATT:	General Agreement on Tariffs and Trade GATT	325 to 331	482
IAEA:	International Atomic Energy Agency. IAEA	208 to 213	483
ICAO:	International Civil Aviation Organization ICAO	148 to 165	484
IDA:	International Development Association IDA	17 to 19	485
IFC:	International Finance Corporation (No publications listed)		485
ILO:	International Labour Organization . ILO	227 to 256	486
IMCO:	Inter-governmental Maritime Consultative Organization (No publications listed)		487
ITU:	International Telecommunication Union ITU	178 to 191	488
UNESCO:	United Nations Educational, Scientific and Cultural Organization UNESCO	367 to 376	489
UPU:	Universal Postal Union UPU	39 to 43	490
WHO:	World Health Organization WHO	635 to 642	491
WMO:	World Meteorological Organization . WMO	52 to 57	491
Index:			Centre Fascicle

The procedure for using UNDI is simple enough. Once the subject is found, it is necessary to look up only the entry number, and the title of the document is given along with the document series symbol, sales publication number, or location in the Official Records. The following item contains material on refugees in France, taken from the above example of the General Index:

40 A/AC.96/12 Programme for non-settled refugees living outside camps. Submitted by the High Commissioner, 20 Dec. 1958 ii, [24 p., including annex]

The difficulty in using UNDI lies in the great number of documents included. It is often impossible to tell from the General Index which entry is for a substantive document and which refers only to an administrative paper, such as a letter of transmittal, a note accepting credentials of a delegate, or some other routine matter. In the use of UNDI, especially for locating material from the specialized agencies, it is well for one to remember that the compilers depend upon submission of documents from widely separated sources, and this sometimes means a delay of several months before a document is listed.

Disposition of Agenda Items and Index to Proceedings

These two titles are essentially the same. The Disposition of Agenda Items was a mimeographed sub-series of the Information Papers of the General Assembly, the Economic and Social Council, and the Trusteeship Council. Beginning in 1953 these series became Sales Publications and their titles were changed to Index to Proceedings. At the same time they were placed in the Bibliographical Series of the U.N. Headquarters Library and given the appropriate Documents Series Symbols in addition to the Sales Numbers.

The issues of the Disposition of Agenda Items which are still used in the original follow:

General Assembly

1st session, part 2:	A/283
1st special session:	A/INF/7 & Adds. 1 and 2
2nd session:	A/INF/15 & Corr. 2, 3 and Add. 1 and Corr. 1
2nd special session:	A/INF/24
3rd session, part 1:	A/INF/28
4th session:	A/INF/35 & Corr. 1

Economic and Social Council

4th session:	E/INF/13
5th session:	E/INF/16
6th session:	E/INF/ 22 and Add. 1
7th session:	E/INF/29
8th session:	E/INF/28 and Add. 1, 2
9th session:	E/INF/32 and Add. 1
10th session:	E/INF/38
11th session:	E/INF/40
12th session:	E/INF/44
13th session:	E/INF/48 and Add. 1

Trusteeship Council

1st session:	T/INF/3/ Rev. 1
2nd session:	T/INF/6 and Add. 1
3rd session:	T/INF/8
4th session:	T/INF/10
5th session:	T/INF/12
6th session:	T/INF/23
7th session:	T/INF/20
8th session:	T/INF/21
9th session:	T/INF/22
10th session:	T/INF/24

At the time of writing, the following Indexes to Proceedings have been published:

General Assembly

5th regular session:	(ST/LIB/SER.B/A.1)	(Sales No. 1953.I.8)
6th regular session:	(ST/LIB/SER.B/A.2)	(Sales No. 1954.I.23)
7th regular session:	(ST/LIB/SER.B/A.3)	(Sales No. 1953.I.26)
Resumed 7th session:	(ST/LIB/SER.B/A.3/Add.1)	(Sales No. 1953.I.38)
8th session:	(ST/LIB/SER.B/A.4)	(Sales No. 1954.I.13)
9th session:	(ST/LIB/SER.B/A.5)	(Sales No. 1955.I.15)
10th session:	(ST/LIB/SER.B/A.6)	(Sales No. 1956.I.21)
1st emergency special session; 2nd emergency special session; 11th session:	(ST/LIB/SER.B/A.7)	(Sales No. 1957.I.25)
12th session:	(ST/LIB/SER.B/A.8)	(Sales No. 58.I.15)
3rd emergency special session; 13th session:	(ST/LIB/SER.B/A.9)	(Sales No. 59.I.14)

13th session: Addendum:	(ST/LIB/SER. B/A. 9/Add.1)	(Sales No. 59.I.14, Add. 1)
14th session:	(ST/LIB/SER. B/A. 10)	(Sales No. 60.I.11)
4th emergency session:		
15th session:	(ST/LIB/SER. B/A. 11)	(Sales No. 61.I.18)

Economic and Social Council

1st special session: 14th session (resumed)	(ST/LIB/SER. B/E. 5)	(Sales No. 1953.I. 9)
15th session:	(ST/LIB/SER. B/E. 6)	(Sales No. 1953.I.23)
16th session:	(ST/LIB/SER. B/E. 7)	(Sales No. 1954.I.11)
17th session:	(ST/LIB/SER. B/E. 8)	(Sales No. 1954.I.16)
18th session:	(ST/LIB/SER. B/E. 9)	(Sales No. 1955.I. 9)
19th session: 19th session (resumed)	(ST/LIB/SER. B/E. 10)	(Sales No. 1955.I.20)
20th session: 20th session (resumed)	(ST/LIB/SER. B/E. 11)	(Sales No. 1956.I.11)
21st session:	(ST/LIB/SER. B/E. 12)	(Sales No. 1956.I.26)
22nd session: 22nd session (resumed)	(ST/LIB/SER. B/E. 13)	(Sales No. 1957.I. 8)
23rd session: 23rd session (resumed)	(ST/LIB/SER. B/E. 14)	(Sales No. 1957.I.16)
24th session: 24th session (resumed)	(ST/LIB/SER. B/E. 15)	(Sales No. 1958.I. 5)
25th session:	(ST/LIB/SER. B/E. 16)	(Sales No. 58.I.12)
26th session: 26th session (resumed)	(ST/LIB/SER. B/E. 17)	(Sales No. 59.I. 8)
27th session:	(ST/LIB/SER. B/E. 18)	(Sales No. 59.I.13)
28th session:	(ST/LIB/SER. B/E. 19)	(Sales No. 60.I. 5)
29th session:	(ST/LIB/SER. B/E. 20)	(Sales No. 60.I. 9)
30th session:	(ST/LIB/SER. B/E. 21)	(Sales No. 61.I. 5)
31st session:	(ST/LIB/SER. B/E. 22)	(Sales No. 61.I.14)

Trusteeship Council

11th session (1st and second parts):	(ST/LIB/SER. B/T. 6)	(Sales No. 1953.I.17)
12th session:	(ST/LIB/SER. B/T. 7)	(Sales No. 1954.I.12)
13th session:	(ST/LIB/SER. B/T. 8)	(Sales No. 1954.I.24)
14th session:	(ST/LIB/SER. B/T. 9)	(Sales No. 1955.I.18)
15th session:	(ST/LIB/SER. B/T. 10)	(Sales No. 1955.I.21)
16th session:	(ST/LIB/SER. B/T. 11)	(Sales No. 1955.I.31)
5th special session:		
17th session:	(ST/LIB/SER. B. /T.12)	(Sales No. 1956.I.27)

18th session:	(ST/LIB/SER. B/T. 13)	(Sales No. 1957.I. 2)
6th special session:		
19th session:	(ST/LIB/SER. B/T. 14)	(Sales No. 1957.I. 19)
20th session:	(ST/LIB/SER. B/T. 15)	(Sales No. 1957.I. 26)
7th special session:		
21st session:	(ST/LIB/SER. B/T. 16)	(Sales No. 58.I. 8)
22nd session: 8th special session:		
9th special session:	(ST/LIB/SER. B/T. 17)	(Sales No. 59.I. 4)
23rd session:	(ST/LIB/SER. B/T. 18)	(Sales No. 59.I. 11)
24th session:	(ST/LIB/SER. B/T. 19)	(Sales No. 59.I. 18)
10th special session:		
25th session:	(ST/LIB/SER. B/T. 20)	(Sales No. 60.I. 4)
26th session:	(ST/LIB/SER. B/T. 21)	(Sales No. 61.I. 2)
11th special session:		
27th session:	(ST/LIB/SER. B/T. 22)	(Sales No. 62.I. 5)

Both old and new titles have basically the same table of contents for each issue. That for the Index to Proceedings of the General Assembly, twelfth session, is given as an example:

Explanatory note	v
Abbreviations	vii
A. Checklist of meetings.	1
B. Agenda	4
C. Subject index	8
D. Index to speeches	65
E. Numerical list of documents . . .	104

Documents as well as speeches are included in the subject index, but only those of committees which meet during the sessions. Thus, while there is some overlapping with UNDI, the Index to Proceedings and Disposition of Agenda Items cannot be depended upon for a complete listing of documents on some subjects.

The index to speeches is arranged alphabetically under the name of the member country. The subjects of the speeches are given under these names. However, since delegates are not listed by name, it is necessary to know on what organs and committees a delegate served in order to locate all of his speeches.

One finds these two series of great value when tracing a single issue through the United Nations, and also when finding out the attitude of a country on any issue.

Directory of Economic and Statistical Projects.
Catalogue of Economic and Social Projects.

In 1948 the Department of Economic Affairs issued No. 1 of the Directory as a Sales Publication. The following year an enlarged volume was issued, again as No. 1, but with a new title: Catalogue of Economic and Social Projects. Five annual volumes and a supplement to No. 3 of the Catalogue appeared, the last being for 1954. The subtitle to No. 1 of the Catalogue well describes the contents: "An annotated list of work planned, in progress or completed by United Nations and Specialized Agencies." These catalogs are still very useful for the period covered because they not only describe the various projects, but also list the documents and publications emanating from them. It is to be regretted that the series was not continued.

Other sources:

United Nations Yearbook.

This set is not only invaluable for obtaining a background knowledge of the work of the United Nations, but through its abundant footnotes and bibliographies it also provides a valuable source of information of the documentation of each subject.

Public Affairs Information Service.

This index has been mentioned in the Introduction to this paper in connection with background reading. It also lists under appropriate subjects the Secretariat publications. It does not include mimeographed documents.

Periodicals.

Many periodicals list documents and publications, either in footnotes or in separate bibliographical articles and lists. Among the most important of these are International Organization, The Department of State Bulletin, and the United Nations Review.

Conclusion

The various indexes and catalogs described above form an adequate, if cumbersome, apparatus for using the documents and publications of the United Nations. One problem remains to bother librarians and students. There is still no generally available, satisfactory key to the more than 13,000¹⁰ documents that have been printed in annexes, supplements, and Sales Number publications. Many of these documents are cited by document series symbol only. With no other information, it is extremely difficult to locate the document if

the original is not available. The University of Wisconsin has solved the problem by making a list on cards of all of these reprints, arranged by documents series symbol. There are several reasons for the importance of this list. It permits the easy location of documents which were never possessed in the original and thus effectively increases the resources of the library. It also permits the discarding of thousands of documents mimeographed on short-lived paper and at the same time limits the space needed to shelve all of this material.

Since this paper was prepared with the user rather than the librarian in mind, nothing has been said about the technical aspects of arranging, binding, and records keeping. It will have served its purpose if the student can locate his material more efficiently than before.

FOOTNOTES

1. Winton, Harry N. M. "Documentation," Annual Review of United Nations Affairs, 1949. New York, New York University Press, [c1950], p. 52.
2. Everyman's United Nations: the structure, functions and work of the organization and its related agencies during the years 1945-1958. 6th ed. New York, United Nations Office of Public Information, 1959.
3. Yearbook of the United Nations. New York, Columbia University Press, 1946/47 - .
4. Readers' Guide to Periodical Literature. New York, H. W. Wilson, 1900 - .
5. Bulletin of the Public Affairs Information Service, A Cooperative Clearing House of Public Affairs Information. 1st - . 1915 - .
6. Carroll, Marie J. "League of Nations Documents and Publications Comparable with or Continued in United Nations Publications," College and Research Libraries, 12:44-52+.
7. United Nations Library. United Nations Document Series Symbols (U.N. Headquarters Library, Bibliographical Series No. 5). New York, United Nations, [1956]. (Sales No. 1956.I.4).

8. An explanation of the procedures and history of Article 102 is found in Repertory of Practice of United Nations Organs, New York, United Nations, 1955, vol. 5, pp. 279-313 (Sales No. 1955.V.2, Vol. V).
9. Footnote from UNDI, February 1958, p. 86.
10. From the finding list on cards at the Memorial Library, University of Wisconsin.

* * * * *

OCCASIONAL PAPERS IN PRINT (as of March 1962):

Single copies of the following numbers are available free upon request unless it is otherwise noted:

1. Public Library Holdings of Biased Books About Russia, by Howard Winger (July 1949) 12 p.
13. A Summary of the Literature on the Use Made by the Research Worker of the University Library Catalog, by Rolland E. Stevens (August 1950) 11 p.
15. Labor-Management Relations and High School Pupils: A Survey of Communications Behavior, by Ralph McCoy (October 1950) 12 p.
16. A Time Study of the Urbana (Illinois) Free Library, by Kathryn Oller (November 1950) 11 p.
17. Unpublished Research Reports: A Problem in Bibliographical Control, by Eugene B. Jackson (December 1950) 12 p.
19. Demonstration A-V: A Report on the Audio-Visual Program at the University of Illinois Library School, by C. Walter Stone (February 1951) 11 p.
22. Characteristics of the Graduates of the University of California School of Librarianship, by J. Perriam Danton and LeRoy C. Merritt (June 1951) 16 p.
23. A Plan for Regional Administration of School Library Service in Indiana, by Wilma Bennett (August 1951) 10 p.
24. Centralized Serial Records in University Libraries, by George N. Hartje (October 1951) 10 p.
26. The Development of Library Resources at Northwestern University, by William V. Jackson (February 1952) 11 p.
30. Moving a Library (Number 21 Revised), by John E. Kephart (October 1952) 9 p.
31. A Guide to the Map Collection in the University of Illinois Library, by Bill M. Woods (December 1952) 10 p.
37. Library Internships: History, Purpose, and a Proposal, by Esther L. Stallman (January 1954) 23 p.

38. Counselor Librarianship: A New Departure, by David K. Maxfield (March 1954) 40 p.
41. Public Libraries in France, by James C. McIntosh (February 1955) 28 p.
42. Report on Selected Problems of the Technical Departments of the University of Illinois Library, by Raynard C. Swank (April 1955) 42 p.
43. State District Library Development West of the Mississippi, by Bernice Wheatley (October 1955) 24 p.
44. Soviet Book Statistics: A Guide to Their Use and Interpretation, by Arturs Baumania and Robert A. Martin (December 1955) 16 p.
46. Survey of the Extension Activities of the Illinois State Library - May 16-31, 1956, by Gretchen Knief Schenk (May 1956) 21 p.
48. Regional Library Service in Connecticut, Its History and Development, by Virginia Lord (March 1957) 10 p.
49. Cataloging Courses in the Prescribed Curriculum, by Heartsill H. Young (April 1957) 17 p.
50. State Academy of Science Publications, by Harry R. Skallerup (May 1957) 16 p.
51. The Founding of Social and Public Libraries in Ohio, Indiana, and through 1850, by Haynes McMullen (March 1958) 18 p.
- *52. The Effective Location of Public Library Buildings, by Joseph L. Wheeler (July 1958) 50 p. illus. Price \$1.00.
53. Libraries in British West Africa, by Harold Lancour (October 1958) 32 p.
56. A Public Opinion Survey of the Evansville Public Library, by Herbert Goldhor (November 1959) 12 p.
57. An Appraisal of Favorability in Current Book Reviewing, by Guy A. Marco (December 1959) 20 p.
- *58. The Literature of Library Technical Services, by Resources and Technical Services Division, ALA (March 1960) 48 p. This number, formerly out of print, will be available in reprint in May 1962 at a cost of \$1.00 per copy.
60. Good Books in American Public Libraries: A Summary, by LeRoy C. Merritt (December 1960) 6 p.
- *61. Reference Service in American Public Libraries Serving Populations of 10,000 or More, by Public Reference Survey Committee, ALA (March 1961) 22 p. Price \$1.00.
- *62. A Study of Current Practices in Public Library Service to an Aging Population, by Eleanor Phinney (November 1961) 19 p. Price \$1.00.
- *63. The Renovation of a Medium-Sized Public Library Building, by Herbert Goldhor and Lawrence A. Sahm (December 1961) 9 p. Price \$1.00.
- *64. The Use of United Nations Documents, by William H. Patch (March 1962) 27 p. Price \$1.00.

EDITOR'S NOTE

As a result of the increasing cost of printing the Occasional Papers, it became necessary in 1961 to offer numbers in this series on a subscription basis. However, beginning in 1963, at the end of the 1962 subscription year, it will again become possible to send Occasional Papers without charge to all libraries on the mailing list. It is planned that a varying number of free issues will be printed during each year, along with one number a year for which there will be a specified charge to all recipients (as in the past for Numbers 52 and 59). Subscriptions are currently being accepted through the 1962 subscription year only.

LIBRARY TRENDS

Library Trends, a journal for evaluative recapitulation of current thought and practice in librarianship, is published quarterly by the University of Illinois Graduate School of Library Science. Current subscription price is \$5.00 per year; individual copy price is \$2.00. However, in July with volume 11, number 1, the subscription price will be increased to \$6.00 per year (on a volume basis). The individual copy price will remain at \$2.00. All back issues of Library Trends are again in print. Orders should be addressed to the Subscription Department, University of Illinois Press, Urbana, Illinois.

FUTURE OF LIBRARY SERVICE

The Future of Library Service: Demographic Aspects and Implications, edited by Dr. Frank L. Schick, Assistant Director of the Library Services Branch of the U. S. Office of Education, is a hard cover one-volume reprint of the July and October 1961 issues of Library Trends. It has recently been released by the Graduate School of Library Science. The several articles by expert demographers and library specialists provide an evaluation of the probable effects of America's current and future population growth and change upon libraries of all types throughout the country.

Copies of the Future of Library Service: Demographic Aspects and Implications may be secured from the Editorial Office, Graduate School of Library Science, University of Illinois, Urbana, Illinois, at a cost of \$4.00 per copy. All checks should be made payable to the Editor, Graduate School of Library Science. This special reprinting has been limited to one thousand copies.

Numbers in this series are issued irregularly and no more often than monthly. Beginning with Occasional Paper Number 61 single copies are \$1.00, and the annual subscription rate (through 1962) is \$2.00. Individual copies of back issues still in print are available free upon request. The Occasional Papers will deal with some aspect of librarianship and will consist of manuscripts which are too long or too detailed for publication in a library periodical or which are of specialized or temporary interest. The submission of manuscripts for inclusion in this series is invited. Material from these papers may be reprinted or digested without prior consent, but it is requested that a copy of the reprint or digest be sent to the Editor. All communications should be addressed to the Editor, Occasional Papers, University of Illinois Graduate School of Library Science, Urbana, Illinois.

PUBLICATIONS BOARD

Herbert Goldhor, Chairman and Editor
R. Joanne Fields, Assistant to Editor

Robert B. Downs
Thelma Eaton
William V. Jackson

Frances B. Jenkins
Arnold H. Trotter
Lucien W. White